WASHINGTON AND LEE UNIVERSITY
UNDERGRADUATE LEAVE OF ABSENCE

Students who are not on academic or social probation who wish to leave the University temporarily for academic, medical, religious or military-service reasons, may request a Leave of Absence for a specified period of time by petitioning the Committee on Reinstatement. Medical leaves will only be granted for one of the following: fall term, winter term, or winter and spring terms. Other types of leaves may be approved for up to one academic year. Leaves planned in advance must be requested at least three weeks before the beginning of the term during which the student wants to be absent from W&L. Requests for unplanned (i.e., health-related) leaves must be made immediately and are not considered retroactively. Reinstatement is contingent upon good conduct in the interim and, if studying at another college or university, an acceptable academic record. Students who do not return for the appointed term will be withdrawn retroactive to their leaving date, which may have financial consequences.

Instructions: Print in ink or type. When you have completed this form, return it to the Office of the Dean of The College. The chair of the Committee on Reinstatement will inform you by letter of the committee's decision.

Printed Name.....
(First) (Middle) (Last)

Permanent Home Address..... City.....State.....Zip.....

Current Mailing Address..... City.....State.....Zip.....
(If different from home address)

My current class standing is: (circle one) First-Year Sophomore Junior Senior

I am requesting a leave for the following purpose: (circle one) Academic Medical Religious Military Service Other

My leave would begin: (circle one) September January April 20..... Other specific date .....20.....

I will return to W&L: (circle one) September January April 20.....

Major(s) .....

Major adviser(s) .....

Before submitting this petition, you should follow the procedure outlined below and check items as completed.

❑ 1. Consult with your family or guardian

❑ 2. Work out your complete academic program with your adviser(s) to assure that you will be able to satisfy all requirements for a degree

❑ 3. Determine the effect a leave would have on financial aid by checking with the Financial Aid Office

❑ 4. On the back of this sheet please state your reasons for requesting a leave of absence at this time and explain, in as much detail as possible, how you plan to utilize the time.

❑ 5. If you are requesting a leave for reasons of medical or psychological health, consult with a clinician in the Student Health Center or University Counseling, since a medical leave requires their recommendation.

I certify that the above information is accurate and the steps have been completed.

....
Signature Date

(Please do not write below this line)

Committee action .....Return as .....Ant. degree date.....

Comments: